COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This USAFA instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems,* and AFI 33-104, *Base-Level Planning and Implementation.* It provides direction for planning Command, Control, Communications, and Computer (C4) systems by establishing the USAFA Chief Information Officer (CIO) and the periodic formal planning forum, called the USAFA Communications and Information Steering Group (CISG), chaired by the USAFA CIO. The CISG meets to discuss current and future issues affecting the USAFA C4 infrastructure and various systems it supports. The forum's purpose is to coordinate planning of the C4 infrastructure with a proactive, centralized, base-wide focus. Discussion items may include, but aren't limited to, the C4 Systems Blueprint; project implementation status; downward-directed C4 systems and programs; funding issues; civil engineer projects (those in support of communications projects and those that require communications); mission changes and taskings; mobility and deployment of C4 systems and personnel; long-range infrastructure planning and prioritization; interoperability issues, the Systems Telecommunications Engineering Manager (STEM); contracts and agreements affecting C4 systems and manpower; and personnel and training associated with C4 systems. This instruction applies to all organizations at the USAF Academy using C4 systems, including new systems, changes to existing capabilities, or deletion of functions in a C4 system. See **Attachment 1** for listing of abbreviations and acronyms.

SUMMARY OF REVISIONS

Deletes reference to the Defense Integration Support Tool (DIST) (paras **1.2.** and **1.3.**). Deletes reference to the POM (para **1.3.**). Adds reference to the IT Strategic Plan (para **1.3.**) Clarifies that the CISG is a nonvoting advisory body and that the CIO will coordinate any final decisions on major issues with senior staff and USAFA/CC (para **2.**). Changes CISG membership (para **2.1.**). Changes Chair of the USAFAnet Configuration Control Board (U-CCB) (para **3.1.**). Clarifies membership of the USAFA Information Technology Strategic Planning Team (para **3.3.**). An (|) indicates revisions from the previous edition.

1. USAFA Chief Information Officer (CIO) Assignment of Responsibilities. The Vice Superintendent (HQ USAFA/CV) of USAFA is empowered as the Chief Information Officer for USAFA with duties and responsibilities as described below. The Director, Communications and Information (HQ USAFA/SC), is designated Deputy CIO and, in this capacity, reports to the CIO. The CIO will chair the USAFA Communications and Information Steering Group (CISG) with the Deputy CIO acting as vice chair.

1.1. The office of the CIO is responsible for all aspects of USAFA information management and application of information technology to support mission goals.

1.2. The CIO is charged with facilitating the development, implementation, and maintenance of a sound and integrated information technology (IT) architecture for USAFA. The CIO will accomplish these taskings through the USAFA STEM Blueprint process in coordination with the 10th Communications Squadron. This is the established method to examine peacetime and wartime mission taskings, compare potential needs with existing base infrastructure, identify shortfalls and excesses, and integrate C4 systems to achieve interoperability. The USAFA C4 Systems Blueprint process is used to manage the information architecture and to fully integrate information systems across functional areas and incorporate data standards and data sharing. Any new requirement for an information system must be documented in the USAFA C4 Systems Blueprint. This will ensure the use of information resources and information technology solutions to enhance accomplishment of the USAFA mission. The lack of information or connectivity should never be the limiting factor in the execution of the USAF Academy mission. The CIO will oversee the blueprint and approve changes to the document.

1.3. Capital planning and investment control belong to the CIO, who will oversee the implementation of a process for maximizing the value and managing the risks of information technology acquisitions using the USAFA C4 Systems Blueprint. This process will take into consideration priorities outlined in the IT Strategic Plan; will be integrated with the USAFA budget, financial, and program management processes; and will provide senior management with performance criteria by which to evaluate, select, or discontinue information systems investment projects for USAFA. The method for performing this evaluation of investments will be through the standard USAF C4 Blueprint process.

2. USAFA Communications and Information Steering Group (CISG). The USAFA CISG is composed of senior members of the USAFA staff who help establish USAFA IT investment priorities and assist the CIO in implementing those priorities across all functional areas within USAFA. The CISG will provide guidance on issues brought to them by the working groups listed in paragraph **3.** These issues may include, but are not limited to, issues that cross functional areas, issues that cannot be satisfactorily resolved within the working groups, and issues that are above the level of the working group or that represent a USAFA position. The CISG is a nonvoting body that advises the CIO on current IT issues. The CIO, in coordination with USAFA senior staff and USAFA/CC, when required, will make any necessary final decisions on major issues brought to the CISG.

2.1. CISG Membership (Nonvoting):

Chair, CIO (HQ USAFA/CV)

Vice Chair, Deputy CIO (HQ USAFA/SC)

Secretary, 10th Communications Squadron, Plans Flight (10 CS/SCX)

Athletics (HQ USAFA/AH)

Dean of the Faculty (HQ USAFA/DF)

Institute for Information Technology Applications (HQ USAFA/DFE/IITA)

Financial Management and Comptroller (HQ USAFA/FM)

Preparatory School (HQ USAFA/PL)

Admissions (HQ USAFA/RR)

Plans and Programs (HQ USAFA/XP)

34th Training Wing (34 TRW)

10th Air Base Wing (10 ABW)

10th Civil Engineering Group (10 CEG)

Others as required to advise the CIO on issues before the CISG

2.2. CISG Responsibilities:

2.2.1. Helps USAFA to achieve its mission through more efficient and effective use of USAFA information resources through reallocation, if necessary.

2.2.2. Develops recommendations for overall information technology management policy, procedures, and standards.

2.2.3. Shares experiences, ideas, and promising practices, including work-process redesign and the development of performance measures, to improve the management of information resources.

2.2.4. Identifies opportunities, makes recommendations, and sponsors cooperation in using information resources.

2.2.5. Seeks the views of the various working groups and boards on matters of concern as they impact information technology. The CISG will direct working group actions to resolve problems or issues regarding C4 systems and infrastructure planning and implementation. The role of subordinate communications working groups and supporting noncommunications working groups and boards will be covered in paragraph **3.**

2.2.6. Supports business process reengineering and continuous process improvement in the performance of work related to the achievement of USAFA objectives.

2.2.7. Assists the CIO in strategic planning which includes formulating a long-range plan for Information Resource Management (IRM) to establish goals and objectives for information IT investments.

2.3. The CISG will convene semiannually or as often as necessary to oversee and assess the continued achievement of C4 systems and infrastructure goals. Meetings may be called by the CIO or Deputy CIO, as needed. The CISG may task working groups to provide additional information in order to make a decision or complete a tasking related to the communications and information responsibilities.

3. Relationships to CISG. The CISG will seek the views of the various working groups and boards on matters of concern as they impact IT. The CISG will exchange information and perspectives with these boards and working groups. The role of subordinate communications working groups and supporting noncommunications working groups and boards is to advise the CISG with informational briefings to

allow for strategic planning for communications and information. Issues that involve more than one working group will be resolved at the working group level, if at all possible. Decisions should be handled at the lowest level possible and should be brought to the CISG only as required.

3.1. The USAFAnet Configuration Control Board (U-CCB) will be chaired by the Director, Communications and Information (HQ USAFA/SC). The U-CCB will advise the CISG on all issues concerning changes to USAFAnet, to include hardware and software conversions, upgrades, modifications, and redesign efforts.

3.2. The Cadet Administrative Management Information System (CAMIS) Configuration Control Board (CAMIS-CCB) will be chaired by the Flight Chief, Software Systems Flight (10 CS/SCA). The CAMIS-CCB will advise the CISG on all issues concerning changes to the CAMIS.

3.3. The USAFA Information Technology Strategic Planning Team will be chaired by the Vice Commander, 10th Air Base Wing (10 ABW/CV). The vice chair will be provided by the Vice Dean (HQ USAFA/DF). Team members will include representatives from HQ USAFA/DF, 34 TRW, HQ USAFA/AH, 10 ABW, and the Superintendent's staff. This team will assist the CIO and CISG by drafting, coordinating, and periodically updating a USAFA Information Technology Strategic Plan.

3.4. The Voice Communications Configuration Control Board (VC-CCB) will be chaired by the Flight Chief, Mission Systems Flight (10 CS/SCM). The VC-CCB will advise the CISG on all issues concerning telephones, cellular phones, pagers, public address, and land mobile radios.

3.5. The Multimedia Configuration Control Board (M-CCB) will be chaired by the Flight Commander, Support Flight (10 CS/SCS). The team will include members from HQ USAFA/DF, 34 TRW, HQ USAFA/PL, HQ USAFA/RR, and HQ USAFA/AH. The M-CCB will advise the CISG on all issues concerning multimedia, photo, graphics, audiovisual presentations, and television production.

3.6. The Base Airfield Operations Board is chaired by the Commander, 34th Operations Group (34 OG/CC), and will advise the CISG on all issues concerning Air Traffic Control and Landing Systems (ATCALS), airfield weather systems, or related equipment.

3.7. The Facilities Board Working Panel is chaired by the Chief, 10th Civil Engineering Programs Division (10 CEG/CEP), and will advise the CISG on all issues concerning facilities and construction projects and their impact on the communications infrastructure.

3.8. The Financial Working Group is chaired by the Chief, Financial Analysis, Financial Management and Comptroller (HQ USAFA/FM), and will advise the CISG on financial matters related to information technology.

3.9. Other functional area working groups may be consulted for information or advice, as needed.

MARK A. HOWELL,   Lt Col, USAF
Director, Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ATCALS—Air Traffic Control and Landing Systems

C4—Command, Control, Communications, and Computer

CAMIS—Cadet Administrative Management Information System

CCB—Configuration Control Board

CIO—Chief Information Officer

CISG—Communications and Information Steering Group

IRM—Information Resource Management

IT—Information Technology

M-CCB—Multimedia Configuration Control Board

U-CCB—USAFAnet Configuration Control Board

VC-CCB—Voice Communications Configuration Control Board